DOCUMENT RESUME

ED 127 624 CS 202 891

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TITLE Books on Business Writing and Technical Writing in the University of Illinois Library.
INSTITUTION American Business Communication Association, Urbana, Ill.
PUB DATE [75]
NOTE 38p.

EDRS PRICE MF-$0.83 HC-$2.06 Plus Postage.
DESCRIPTORS *Bibliographies; *Business Communication; *Business English; Composition (Literary); Higher Education; *Library Collections; *Library Materials; *Technical Writing; Writing Skills
IDENTIFIERS *University of Illinois

ABSTRACT

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Adjustment letters
Advertising, Direct-mail
Application letters
Business announcements
Corporation reports
Commercial correspondence
Communication in management
Employees, Reports to
English language—Business English
English language—Rhetoric
English language—Technical English
Form letters
Letter services
Letterheads
Résumés
Report writing
Sales letters
Technical writing
Technical reports
Technical writing as a profession
Communication of technical information

BOOKS ON BUSINESS WRITING AND TECHNICAL WRITING IN THE UNIVERSITY OF ILLINOIS LIBRARY

MARY ANN BOWMAN
University of Florida

BUSINESS WRITING

Adelstein, Michael E.
Contemporary business writing. New York, Random House, 1971. xvi, 365 p.

Adler, Kenneth R.
Pathway to your future; the job résumé and letter of application. Cambridge, Mass., Bellman, 1971. 33 p. Includes bibliography.

Adventures in selling. Case study report. no. 1, 1960- . Garden City, N.Y., Direct Mail Advertising Association.

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Reports to top management for effective planning and control. New York, 1953. 117 p.

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Angel, Juvenal Londoño

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Basic business communications, by Robert M. Archer and Ruth Pearson Ames. Englewood Cliffs, N. J., Prentice-Hall, 1971. viii, 408 p. Includes bibliographies.

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The new face of communication. New York, American Management Association, 1968. 204 p. Bibliographical footnotes.

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Persuasive communication. New York, Holt, Rinehart and Winston, 1968. x, 308 p. Includes bibliography.

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Annual company reports. 2d ed. New Delhi, Company Law Board, Ministry of Finance, Gov't. of India, 196[illegible] 44 p.

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A critical evaluation of the financial information contained in published corporate annual reports. Ann Arbor, Mich., University Microfilms, 1964. iv, 247 *l.* Ph.D. thesis, University of Washington. Microfilm copy.

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Modern communication effectiveness. Englewood Cliffs, N. J., Prentice-Hall, 1963. 501 p. Includes bibliography.

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How to improve business communication. Edited by Spencer A. Larsen. Detroit, Wayne State University Press, 1951. viii, 221 p.

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Business communication; theory and application. Rev. ed. Homewood, Ill., R. D. Irwin, 1972. xii, 588 p. Includes bibliographical references.

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